



Corporate Challenge!



2016 TEAM HANDBOOK



CORPORATE CHALLENGE

AUGUST 15, 16, 19, 20

CERAland Park and Campground

3989 S 525 E

Columbus, IN 47203

Phone: (812)377-5849

www.ceraland.org

Table of Contents

I. Deadlines & Meetings	p. 3
II. Schedule of Events	p. 4
III. Introduction	p. 5
IV. Event Descriptions	p. 6
V. Team Composition & Fees	p. 8
VI. Eligibility	p. 9
VII. Substitutions	p. 10
VIII. Divisions	p. 10
IX. Team Captains	p. 11
X. Rule Violations & Protests	p. 12
XI. Scoring	p. 13
XII. Awards	p. 13
XIII. Volunteers	p. 14
XIV. Event Rules	p. 15
XV. 2014 Challenge Pictures	p. 23

3. A team arriving more than five minutes past the scheduled time will forfeit the first game. A team more than 10 minutes late will forfeit the match.

4. Held balls, carries, net violations, foot faults, etc. will be called.

5. If more than one hit on a side, one hit must be by a woman.

6. Players cannot block or spike the opposing teams serve

7. Unsportsmanlike conduct will result in a penalty or disqualification.

8. Each game will have a 30 minute time limit.

9. NCAA rules will apply in instances not addressed here.

Questions: Contact David Lane at (812) 377-5849

Email: dlane@ceraland.org

12. Softball Challenge

Team Composition: Each team will consist of 3 people, at least one being a woman.

Event Rules:

1. CERA will supply bats if you do not have your own.
2. Participants get 6 swings to try and hit the ball as far and straight as possible.
3. Participants will choose one of three ways to hit the ball
 1. Off a tee
 2. Soft toss from a team member
 3. Tossing it up to themselves
4. Score will be given by the distance the ball traveled along a straight line minus the distance away from the line. Example; If a person hits the ball 200 feet perpendicular to the line and it is 50 feet to the side, their score will be 150 points (200 – 50)
5. All 3 player's scores will be tallied with the highest score winning first place.

13. Siamese Relay (Swimming)

Team Composition: Each team must consist of 4 people, of which at least 2 must be women.

Event Rules: Stay connected with teammate while swimming.

14. Volleyball

Team Composition: Teams will consist of a maximum of 12 players and a minimum of 6 players. There must be 3 men and 3 women on the court at all times.

Event Rules:

1. A round robin or double elimination tournament will be used.
2. Each match (best of 3 games) will play up to 25 points win by 2 points using rally scoring

2015 Corporate Challenge

IMPORTANT DEADLINES & MEETINGS

July 1— Employees must be hired by this date to be eligible for sponsor's team.

July 8 —5 p.m. 1st Captain's Meeting Team Registration Form & Payment Due

July 22—Final Day of Late Registration

July 29 —5 p.m. Mandatory 2nd Captain's Meeting ALL Paperwork needs to be in (Waivers, Roster, Event Sign-Up, 5K) Volunteer Draft / Sign Up

August 8—mail Including: Brackets, Event Procedures

August— 15, 16, 19, 20 Competition

August 31— Evaluation Forms due

Schedule of Events

<u>Date/Time</u>	<u>Event</u>	<u>Location</u>
Monday		
8/15 5:30 PM	Tug-o-war	CERA– Soccer Field
8/15 6:00 PM	Cornhole	CERA– Rec. Center
8/15 7:00 PM	Dodge ball	CERA– Rec. Center
8/15 7:00 PM	Putt-Putt	CERA Mini Golf
Tuesday		
8/16 5:30 PM	Euchre	CERA– Rec. Center
8/16 6:00 PM	Softball Challenge	CERA-Sports Field
8/16 6:30 PM	Siamese Races	CERA -Pool
8/16 7:00 PM	B-Ball “Hot Shot”*	CERA– Rec. Center
Thursday		
8/19 5:00 PM	Trivia	CERA– Rec. Center
8/19 6:00 PM	Closest to the Pin	CERA -Sports Field
8/19 6:00 PM	Volleyball	CERA– Rec. Center
8/19 6:30 PM	Arcade Games	CERA - Rec. Center
Saturday		
8/20 9:00 AM	Prediction 5K	CERALAND PARK
8/20 TBA	Volleyball	CERA - Rec. Center
8/20 11:00 AM	Punt/Pass/Kick	CERA -Sports Field
8/20 12:00 PM	Trap and Skeet Shoot	CERA– Trap House

10. Trap and Skeet Shoot

Team Composition: Each team consists of 4 people. Minimum of 2 women.

Event Rules:

1. Each participant will shoot at 5 clay pigeons and each one hit will earn your team a point. Team with the most points wins.

11. Putt-Putt Golf

Team Composition: Teams will be composed of 4 golfers; at least 1 must be a woman.

Event Rules:

1. Each member of the team will play one round of putt-putt, combining all team member scores for the total team score.

2. Lowest team score wins. In case of a tie, the Corporate Challenge Committee will choose 1 hole to break the tie. If this hole does not break the tie, then the preceding hole will be used. This will continue until the tie is broken.

3. There is a 6 stroke limit per hole, mark a 6 and go to the next hole. Edge of rail privilege is one club head length.

4. If your ball is knocked out of bounds, place at original point and proceed

5. If you knock your own ball out of bounds, place at point of previous spot and add a one stroke penalty

8. 5K Prediction Walk/Run

Team Composition: Each team may field a group of 10 walkers/runners, any combination of males or females. All participants will walk/run a 5K. The goal is to have all participants come as close as possible to a previously predicted time.

Event Rules:

1. Each team will predict a time representing the sum of the 10 individual predictions. This time must be submitted no later than July 30, 2015.
2. No timing device of any type including watches, radios, cassette players, cell phones, or headsets will be permitted to be carried by a participant, nor may any other person along the course aid a participant in achieving their time goal. Any infraction will result in disqualification of the team.
3. All participants will proceed across the finish line into the chute in order of finish and stay in order until given a place stick. The stick should be taken to the check out table for score. To reduce scoring difficulties, children are not permitted on the course. Only official participants are permitted to cross the finish line.
4. The place of finish will be decided on how close each team comes to their overall predicted time, regardless of being over or under.
5. Teams with less than 10 participants will receive the worst score from all other participants for each person under.

9. Trivia

Team Composition: Teams will consist of 4 people

Event Rules:

1. Participants will be asked questions about any topic.
2. Quickly press your teams button to be the first to answer.
3. Team with the most questions answered correctly wins.

Introduction

Ceraland Park is offering this Corporate Challenge for area businesses and organizations in Decatur, Shelby, Ripley, Franklin, and Bartholomew counties.

There are a number of benefits to participating in the Corporate Challenge, they include health promotion, team building, camaraderie development, and a fun social event.

Can small companies compete?

Absolutely, this event is for all size companies and corporations. The majority of events require 2 to 4 Participants to make it easy for any company to compete.

Do I have to be an “athlete” to compete?

No, while this is a competition, it is a very relaxed and enjoyable atmosphere. We have something for everyone from the weekend warrior to the ultra competitive.

Who organizes the company team?

Each company designates a ‘team captain’ and that captain would be the point of contact for us to ensure that all paperwork is completed.

How do we enter a team?

The first thing to do is contact the athletic coordinator at ceraland. He will send you an entry packet, you’ll complete it and send it back. You will get a list of important dates and event meetings from there.

Event Descriptions (Top 10 scores will be taken)

Trap and Skeet — 4 Participants with a minimum of 2 women will shoot.

Basketball “Hot Shot” — 2 men and 2 women each have 30 seconds to shoot from seven places on the court. Total team score determines the winner.

Punt/Pass/Kick — 2 men and 1 woman will each punt/pass/kick a football. Distance and Accuracy are both important with highest team total wins.

Closest to the Pin — Teams of 3, at least 1 being a woman will each get 5 chip shots each to get as close as possible to the pin(100 ft). Each player’s shots will be added together depending on point circle it lands in. Points added with the other 2 player’s to create a team score. Highest total wins.

Cornhole — Participants will play games in either a round robin or tournament draw.

Dodge ball — Matches start with 6 participants on the court. Official CERA dodge ball event rules will be used. Tournament format may be round robin and/or double elimination depending on the number of entries.

Euchre — Teams will participate in a round robin or double elimination tournament. Rules according to Hoyle.

4. You cannot use your own cards.

5. Only the participants and team captains will be permitted in the playing area.

7. Tug-o-War

Team Composition: Teams will consist of 3 guys and 3 women.

Event Rules:

The game involves usage of single equipment i.e. a rope. There is a red mark made in the middle of the rope. This red mark on the rope needs to be at a perpendicular angle to the exact center point on the ground, before the commencement of the game. A white mark is made exactly 13 feet from the red mark on either sides of the rope. The game is won when either side with this white mark crosses the center point.

Field and Marking

The game has to be played on a flat grassy patch of land. A line referred to as a center line is marked on the playing zone and the rope is placed in a manner that its center mark should align the center marked on the ground. On either sides of the rope at the distance of 4 m from the center line, 2 more marks need to be made. This is the point where in the first member of each team will stand.

How to Play

As mentioned earlier, the center of the rope should align with the center marked on the ground. As soon as the referee blows the whistle, each team can start pulling the rope into their territory. The objective of the game is for each team to pull the rope along with the members of opposition team to their side. As soon as the second mark on the rope from the center red mark crosses over to center line, the team to pull the rope to their area wins the game.

Competition

The tug of war competition requires a judge. There are 3 different commands that the judge gives to the players. The judge first announces “Pick up the rope”, he then says “Take the string”, and finally he tells the players to “Pull”. Once the pull command is said out the teams start pulling the rope.

B. Corn bags may not hit the ground and land on the platform. They must land directly on the platform. Bags that hit the ground should be taken off boards.

5. Dodgeball

Team Composition: Each round will start with 6 players on the floor. There are no gender requirements, although women have a 2:1 ratio to men.

Event Rules:

1. A round robin or tournament draw format will be used with a back draw.
2. Official YMCA Dodgeball Rules will be followed.
3. Attack line may be modified in regards to game speed according to the director's discretion.
4. Any player caught cheating (i.e. not going out, line jumping, etc.) will be disqualified for the entire event.
5. Rules will be provided to team captains and available at the event

6. Euchre

Team Competition: Teams consist of 2 people, male or female.

Event Rules:

1. This event will be played by rules according to Hoyle.
2. Structure of event depends on the number of teams.
2. If a round robin tournament will be played, the winner will be determined by the difference in the number of points earned and given up. In the event of a tie, the following tie-breakers will be used:
 - a. Head-to-head competition
 - b. Total # of points earned
 - b. Total # of points given up

NOTE: You may have 13 points, if you go out on a loner with 9 points.

3. If all players pass, dealer must make it.

Arcade Games — 1 man and 1 woman will compete in arcade style games

Tug-o-war— Co-ed teams 3 girls and 3 guys will participate in a round robin format or double elimination tournament depending on the number of participating teams.

Prediction 5K — This is an event for anyone in your company regardless of athletic skill. Any combination of 10 males and females participate as a team. The goal is to have all participants come as close as possible to a previously predicted time.

Putt-Putt — 4 participants per team (at least one woman). 6-stroke limit, lowest

team wins

Trivia — In this event, men or women will answer questions about anything and everything to test their minds.

Softball Challenge — Team consists of 3 , 1 being a woman. Individuals will get 6 swings with points assigned to distance and accuracy. Highest team total wins.

Siamese Races — 2 men and 2 women will compete/"swim" relay style while staying connected.

Volleyball — Teams consist of 3 men and 3 women per team on the court at all times. The event will be a round robin format or double elimination Tourney.

Team Composition & Fees

- A. A team consists of a maximum of 64 members. Each team pays an entry fee of \$250(Corporate CERA members \$200), which covers all awards, officials, fees, etc.
- B. Multiple teams in an event will be assessed an additional fee of \$25 per event. (Additional teams will not be able to score for your company, but they can take away scoring opportunities for others.)
- C. More than one team may be entered from a company that wants to have more than 64 people participate. They should identify each with an “I”, “II”, or “III”, designation.
- D. If a company enters more than one team, no team member may participate for more than one team. If the roster lists them on Team “I”, then they may not participate on Team “II” as well.
- E. Each team is to have a Team Captain who is responsible for all organization and communication necessary prior to and during the competition.
- F. A company entering one team (64 participants) is entitled to enter multiple (up to three) teams in each event. Only the highest finishing team can earn points.

3. Closest to the Pin

Team Composition: Each team will consist of 3 people, at least one being a woman.

Event Rules:

- 1.Participants may use any type of club (iron, driver, etc.)
2. The YMCA will supply clubs if the person does not have their own. Pin will be 100 feet away with different point rings surrounding pin.
- 3.Participants will hit off the ground or a tee can be used.
- 4.Each person gets 5 hits to get closest to the pin.
5. All participant’s shots will count as score. All 3 players scores will be tallied with the highest score winning 1st place.

4. Cornhole

Team Composition: 2 participants male or female.

Event Rules:

1. A round robin format or tournament draw will be used
2. The first team listed on the schedule will be the first team to pitch the corn bags. After 1 member of both teams toss from their side, the team with the highest score will throw first the next turn. The team that got more points from the previous 4 bags tossed will go first each turn. If there is a tie in points, than you keep the previous order.
3. The games will be played until a team reaches or exceeds 21 points at the end of a half an inning. If both teams score is over 21 after a half inning, the higher scoring team wins (ex 23-22). If tied over 21, teams will complete half innings until the tie is broken.
4. Points will be scored as 3 points for making it in the hole and 1 point for hitting and remaining on the platform.
 - a. Teams will add up their scores from the 4 bags tossed each half inning and the team that had more points will take the difference and add it to their team score. That team will also go first on next toss.

Event Rules:

1. There are seven areas on the court from which to shoot. Six of these areas are limited to a 3' x 3' box. The seventh area (3 point line) is limited only by the out of bounds lines. Points are awarded depending on the location from which the shot was made.
2. Both feet must be behind the line (not touching) as the ball is released. It is permissible to step on or over the line after release.
3. A shot may be taken from any one area as often as desired; however, once two consecutive shots are made from one spot, the player must shoot from a different area before returning to the previous one.
4. A 10 point bonus will be awarded to any player who makes a basket from all seven areas of the court within the 30 second time limit. Anyone making two baskets from each position will receive another additional 10 points.
5. Each shooter may use one rebounder who must be a member of the team. No one other than the shooter or designated rebounder may retrieve the ball. The shooter may also rebound the ball.
6. You are permitted only one ball; however, a women's size basketball will be available for women to use, if desired.
7. The clock will be continuous. Shots in the air at the buzzer will count. The clock will stop only if there is an injury or the ball gets stuck between the rim and the backboard. The clock will continue once the ball is retrieved. An injured player may only be replaced with an official substitute listed on the team roster. The clock will continue from where it was stopped. Any ties will be broken by a "sudden death" at the free throw line. A team may select its best shooter. Each shooter will shoot until one is missed.
7. Any team not available for a "sudden death" tie-breaker shall forfeit their chance to break the tie and the team present shall be awarded the higher place in the final event standings.

Eligibility

- A. Team members must be at least 16 years of age to enter (All participants under 18 will require a Parent/Legal Guardian signature on the Participant Waiver.)
- B. Team members must be employed and receiving a paycheck from the sponsoring company, corporation, organization, or agency at the time of participation.

Eligible employees include part-time employees and graduate assistants. If an employee is laid off, they must still be covered under the company's health insurance plan. Doctors, or those who practice/work at more than one facility may participate for only one organization. These physicians must also receive a paycheck from the organization.
- C. Employees must receive a paycheck to be considered eligible. No other form of compensation is acceptable.
- D. New, seasonal, and temporary employees must have a start date of no later than July 1, 2015.
- E. Temporaries or contracted employees who work within the confines of another company are eligible only if:
 - a. Their employment goes beyond August 31, 2015.
 - b. They meet all other eligibility requirements as outlined in this section.
 - c. The temporary service or contracted employer does not have a team of their own in the Corporate Challenge.
- F. Team members must complete and sign a Corporate Challenge Participant Waiver prior to participation in any CERA sponsored training event or competition. Individuals not employed by a company or organization, which may not have enough employees to field a team, may enter the competition by collaborating with another business experiencing difficulty forming a team. The collaboration must be approved by the Corporate Challenge committee.
- G. The Corporate Challenge Committee reserves the right to review all team entries relative to eligibility.

H. A spouse may participate only if all of the following guidelines are met.

A. No more than 50% of a company team may consist of non-employed spouses.

B. Multiple spouses can be used for an event as long as spouses do not make up more than 50% of the team.

C. A spouse may only participate in one event (all spouses must be identified on the event roster).

D. The person must be a spouse of an employee. Boyfriends, girlfriends, or live-ins are not eligible.

E. If spouse is employed by another company participating in the Corporate Challenge, they may only participate for one of the teams. Substitutions

a. The substitute meets all applicable eligibility requirements, including age & gender.

b. The substitute has completed and turned in a participation waiver prior to participating in the event.

c. For time predicted events, the substitute must assume any previously submitted predicted time.

d. Rosters for each event will include the number of participants in the event and all substitutes listed for the event.

e. All event participants must check-in with event volunteer prior to the start of the event.

EVENT RULES

1. Punt/Pass/Kick

Team Composition: 2 males and 1 female

Event Rules:

1. Each participant is allowed two punts, two passes and two placekicks as part of his or her competition. Will use the best of each to determine score

2. Scores are based on both distance and accuracy. For example, if a participant passes the ball 100 feet, but the ball lands 30 feet to the right of the measuring ape, the final score is calculated by deducting 30 from 100, for a final score of 70. Scores are based on exact feet and inches (partial inches are rounded to nearest inch). Participants cannot receive a negative score, but they can receive a score of zero.

3. A participant's final score is his or her cumulative total for the three individual events. For example, if the participant scores 40 for punting, 60 for passing and 22 for kicking, the participant's final score would be 122.

4. If a participant goes over the line prior to or before releasing or making contact with the ball, he or she is penalized five feet. The only exception is in kicking, where a participant may go over the line without penalty, provided the tee is placed on or behind the line.

5. There is no violation if the kicking tee is kicked with the football during the kicking event.

6. Scores are determined from where a participant's punt/pass/kick first makes contact with the ground. Bounces or rolls do not add to the score. If a participant tries to punt, pass or kick and misses the ball completely, it does not count as an attempt, and another attempt is allowed.

2. Basketball "Hot Shot" Competition

Team Composition: A team consists of 4 players (2 men and 2 women) who each have 30 seconds to shoot from seven areas on the court. The team with the most points scored during the allotted time will be the winner. (on next page)

and team spirit. To recognize this, an award will be given to the top team that shows the most team spirit and sportsmanship throughout the competition.

Notes:

A team can be disqualified by the Program Director at any time from an event for showing poor sportsmanship.

Volunteers

Volunteers are important in everything the CERA does. CERAland is founded on volunteerism and feels it is important to recognize outstanding volunteers in the community. Awards will be given to the top volunteer.

Each company has the opportunity to provide volunteers from their company to help out at any or all of the events. These volunteers will be eligible to receive points for their team if they meet the following criteria:

- A. Volunteers must meet the eligibility requirements as outlined under "Eligibility".
- B. Volunteers must be listed on team rosters as other team members. (They do not count in the 64-member team limit.)
- C. They may not volunteer for an event in which they are participating.
- D. Volunteers must be present for the duration of the event unless dismissed by the CERA Staff. Each volunteer must check in 15 minutes prior to the event to receive point credit.
- E. Volunteers may only volunteer for one team if a company has two or more teams participating. Teams may have volunteers receiving 5 points each toward the challenge team score.
- G. Volunteer information can be found at CERAland from the Director.

Team Captains

A. Recruiting One of the hardest things you will encounter as a team captain is recruiting employees for your team. If your company or organization is such that you are spread out over town, you will have a more difficult job. You will want to recruit participants from every area or department (from the highest paid job classifications to the lowest, from management to labor, from union to non-union). This is not always an easy task. Each organization varies from one to the next. Therefore, there are no hard and fast rules for accomplishing your goal. The following are some suggestions that have been helpful in the past.

- a. Carefully choose a few people from each main department or branch to help you recruit. You must be certain that the employee understands fully what the Corporate Challenge is about and that they are motivated to help you.
- b. Meet on a regular basis with these individuals to plan and implement strategies. Communication is the key! Make it a goal that no one will come up to you two days before the competition and say, "I have never heard anything about the Corporate Challenge". Make sure the people you choose have a good relationship with those around them. They must have an outgoing personality to talk to and encourage employees to sign up.
- c. Bulletin boards and information given out with paychecks is a good way to get the information to the employees. However, do not rely on these alone. You cannot guarantee that everyone will see these notices or more importantly, understand them. One-on-one communication is always the best way to communicate your message.
- d. Plan to have a sign-up party. This could be a good time to make sure everyone signs their waivers making you one step ahead. It is also a good time to find out what events are of the most interest.
- e. Set up a table outside the lunch room/break room and talk with people as they go in or out.
- f. Monthly or weekly employee meetings are also a good way to present the program. Invite the Program Director to come and make a presentation to your group (continue on next page)

This is a good time to explain what Corporate Challenge is about and answer any questions. Set this up through CERAland (812)377-5849.

g. Contests can provide motivation for your recruitment plan. Perhaps the department or branch that shows the greatest percentage of participation could be rewarded in some way by the company.

B. Waivers All participants will need to complete a waiver form. Please follow these basic rules:

v Do not hand someone a form and ask him or her to return it after they have filled it out. Have them fill out the waiver and give it to you immediately.

v These waivers can be filled out and returned at a meeting or gathering prior to the event. Be certain that the waivers are filled out in their entirety. A missing signature or date of birth will only result in the waiver being returned for completion.

v Keep copies of all waivers in case one would get misplaced.

Rule Violations & Protests

A. Rule Violations

Teams with members found in violation of eligibility or event rules will be disqualified from the event in which the infraction was noted. Teams finishing behind the disqualified group will be moved up in the standings accordingly. No points will be awarded to the disqualified team for the event.

B. Protests

v Protests affecting the eligibility of any team member must be made to the Program Director after the infraction is observed. At any time, the Program Director reserves the right to investigate any individual suspected of violating eligibility.

* Any protest arising from the competition itself, such as a rule violation, shall be made by the team captain or one representative of the team to the Program Director. The protest must be filed within 15 minutes after the event where the alleged infraction took place and before the next event begins.

v Protests regarding preliminary results must be made by the team captain or a company representative within one hour after those results have been posted.

v The CERAland Directors reserves the right to review all protests. Their review is final.

SCORING

Each event will use the following scoring procedures

100 points for first place;

90 points for second place;

80 points for third place;

70 points for fourth place;

60 points for fifth place;

50 points for sixth place;

40 points for seventh place;

30 points for eighth place;

20 points for ninth place;

10 points for tenth place.

0 points for all other teams

BONUS POINTS

v Any team that wears Corporate Challenge T-shirts receives 25 points.

v Any team's highest official participating (example: CEO/Plant Manager) receives 25 points. Must inform Program Director.

Awards

Teams will compete for the overall award. (The winning team will receive a Corporate Challenge Trophy.) Individual awards will be given after each event.

Team Spirit/Sportsmanship Award

One of the main objectives of the Corporate Challenge is to build corporate loyalty